

Section 01520

TEMPORARY FIELD OFFICE

PART 1 G E N E R A L

1.01 SECTION INCLUDES

- A. Temporary field office building and associated parking area.

1.02 FACILITY DESCRIPTION

- A. Temporary field office to be utilized by authorized representatives of the City to coordinate and monitor daily construction activities performed by Contractor.
- B. Field office shall be a non-smoking facility.

PART 2 P R O D U C T S

2.01 FIELD OFFICE

- A. General:
  - 1. Locate office in vicinity of the Work at a location approved by Project Manager or where indicated on Drawings.
  - 2. Furnish, Install and maintain field office for exclusive use of authorized representatives of the City. Provide sufficient room for Project meetings and Inspector's office.
  - 3. Provide office within 10 days of Date of Commencement of the Work.
  - 4. Construct two all-weather, hard surfaced parking spaces for exclusive use of authorized representatives of the City. Provide all-weather surfaced walk between parking spaces and field office.
- B. Minimum Construction:
  - 1. Structurally sound foundation and superstructure.
  - 2. Weather tight with insulated roof, walls and 7-foot ceiling (minimum).

3. Stairs or walkway with handrail and covered entrance platform (minimum 4 feet by 4 feet) with mud scraper at door.
4. Resilient floor covering.
5. Screened windows with area equal to approximately 10 percent of floor area sufficient for light, view of the site, and ventilation. Provide each window with operable sash and burglar bars.
6. Secure exterior doors with dead-bolt cylinder locks and burglar bars.

C. Minimum Services:

1. Exterior entrance light.
2. Interior lighting of 75 foot-candles minimum at desktop height.
3. Automatic heating to maintain 65 degrees F in winter.
4. Automatic cooling to maintain 75 degrees F in summer.
5. Electric power service.
6. Three telephone service lines one for voice, one for data, and one for fax, for exclusive use of authorized representatives of the City.
7. Sanitary facilities in field office with one water closet, one lavatory, and one medicine cabinet for exclusive use of authorized representatives of the City.

D. Minimum Furnishings:

1. One 5-drawer desk
2. Two swivel desk chairs with casters.
3. One plan table.
4. One drawing plan rack.
5. One 4-drawer legal file cabinet complete with fifty legal-size hanging folders and two full-sized carriers.
6. One marker board with cleaner and markers.

7. Two waste baskets.
  8. One 30-inch by 36-inch tack board.
  9. One all-purpose fire extinguisher.
  10. Six protective helmets (hard hats) with ratchet adjustment for exclusive use of authorized representatives of the City.
  11. Conference table and chairs to accommodate 10 persons.
  12. Plain paper fax machine.
  13. Telephone instrument separate from fax machine.
- E. Provide adequate space for one set of Contract documents for ready reference.

### PART 3 EXECUTION

#### 3.01 MAINTENANCE

- A. Maintain all-weather surface driveway and parking areas, buildings, walkways, stairs and required furnishings and equipment for duration of the Contract.
- B. Provide janitorial services for duration of the Contract consisting of twice weekly sweeping and mopping floors, trash removal, weekly restroom cleaning, and weekly dusting of furniture and equipment.
- C. Provide soap, paper towels, toilet paper, cleansers and other necessary consumables.
- D. Immediately repair damage, leaks or defective service.

#### 3.02 PROJECT CLOSEOUT

- A. Remove temporary field office and signs and restore site as specified in Section 01770 - Closeout Procedures.

END OF SECTION